



POSITION DESCRIPTION

TITLE:	Public Works Maintenance
DEPARTMENT:	Public Works
SUPERVISOR:	Public Works Supervisor
STATUS:	Full-time/Non-Exempt/Union
HOURS OF WORK:	The typical work hours for this position are 7:00 a.m. to 3:30 p.m., Monday-Friday, or five consecutive eight hour days as assigned by the employer. Ability to work weekends, holidays, on-call shifts, and respond to emergency calls during non-scheduled hours.

PRIMARY OBJECTIVE OF POSITION

This is a skilled position that performs or assists in a wide variety of maintenance and repair functions associated with the operation of the municipal water treatment plant, lift stations, water towers, streets, storm water, along with routine building and ground maintenance and minor repair and maintenance of equipment.

ESSENTIAL JOB FUNCTIONS

The essential functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

STREETS

1. Maintains and repairs city streets, including patching holes, radius work, and shouldering; assists with snow removal from streets and catch basins; salts and sands streets.
2. Assists in cutting and removing trees from city right-of-way; provides erosion control to the City right-of-ways.
3. Maintains street signs; removes and disposes of hazards in roadways.

WATER

4. Operates the water treatment plant; collects and performs tests on water samples; responds to and investigates water quality concerns. Monitors, analyzes, and interprets water test results for chemical feed adjustments. Takes daily readings and maintain proper documentation and records of activity as required. Timely submits required samples to the Minnesota Department of Health and testing lab.
5. Locates, keys, and operates water main gate valves as needed for valve assessment program or as needed. Repairs curb stops and gate valves.
6. Cleans and maintains motors and pumps.
7. Maintains water meters and takes readings; performs preventive maintenance and repairs on fire hydrants.
8. Responds to water main breaks and takes appropriate action.
9. Cleans and maintains all water towers and associated equipment.

SANITARY SEWER

10. Responds to sewer backups and takes appropriate action.
11. Assists with preventive sewer maintenance.
12. Inspects and monitors lift stations for proper operation of motors and pumps. Cleans lift stations as needed.
13. Operates wastewater equipment.
14. Tests and maintains the portable generators.

STORMWATER

15. Performs storm water drainage maintenance, repairs and installations. Inspects culverts, catch basins and ditches to determine the necessity of maintenance or repair. Rebuilds catch basins. Identify, analyze and correct drainage deficiencies.
16. Installs riprap and maintains storm water ponds.
17. Responds to calls regarding flooded streets; clean inlets and outlets; assist with beaver control.

FACILITY MAINTENANCE

18. Operates equipment as needed to assist with snow removal.
19. Obtains appropriate approval for purchase of routine supplies.
20. Cleans and maintains public works facility garage, wash bay, cold storage building, and grounds.
21. Responds to customer service requests and system malfunction alarms.

CEMETERY

22. Assists with marking cemetery plots.
23. Assists with snow removal and roadway maintenance.

ADDITIONAL DUTIES

24. Assist Parks and Trails Division as needed.
25. Performs other duties as assigned or apparent.

KNOWLEDGE, SKILLS & ABILITIES
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1. Ability to be present at the primary work premise within 30 minutes.
2. Ability to monitor safety conditions, recognize unsafe situations and knowledge of OSHA regulations.
3. Knowledge of traffic laws as applied to operating city vehicles and equipment.
4. General knowledge of materials, methods, and techniques used to successfully repair and maintain sanitary sewer collection system, water supply and distribution system, storm water system, and other public infrastructure.
5. Knowledge of general equipment maintenance and repair techniques.
6. Ability to read infrastructure maps and engineering drawings for the purpose of locating and marking underground utility mains and laterals.
7. Knowledge of federal and state laws, municipal ordinances and regulatory requirements for water facilities and wastewater collection systems.

8. Knowledge in the safe use of operating hand tools, power tools, and other equipment.
9. Knowledge in the operation snow blower, chainsaws, brush saws, weed trimmers, pneumatic post driver, and power hand tools.
10. Knowledge in the operation of heavy equipment, including a dump truck, one-ton crane, front-end loader, motor grader, vactor, and tractor
11. Skilled in operating equipment for snow removal, salting and sanding city streets.
12. Skilled in building maintenance, welding, carpentry and painting.
13. Ability to read meters and gauges to detect when problems are occurring and respond appropriately.
14. Ability to work in confined spaces when flushing sewers or repairing water mains and to work with some exposure to infectious disease.
15. Ability to perform manual excavation using a shovel to locate and repair water mains or sewer lines.
16. Ability to work with exposure to vibrations from operating equipment.
17. Ability to promptly and professionally respond to resident concerns and complaints.
18. Ability to adhere to safety rules and procedures, work rules and city policies.
19. Ability to work independently and as a team, exercise good judgment, and employ good time management skills.
20. Ability to communicate effectively, both orally and in writing, ability to accept responsibility, ability to understand and carry out oral and written instructions, ability to cooperate with a wide range of individuals, to maintain confidentiality as needed, and to work with the public.
21. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
22. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
23. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.

24. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
25. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
26. Ability to exhibit excellent interpersonal and human relationship skills.
27. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and citywide efficiency.
28. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
29. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
30. Knowledge of computer hardware and software including Microsoft Outlook, Word, Excel; GIS; PowerPoint and other applicable software programs.

REQUIRED QUALIFICATIONS

1. Must possess a valid Minnesota Class B driver's license.
2. Must possess Class D Water and Class SD Wastewater Collection System licenses by date of hire.
3. High School Diploma or a MN Accredited GED.
4. 18 years of age or older.

PREFERRED QUALIFICATIONS

1. Associate Degree in Public Works or related field.
2. Three years' experience in operating water and/or wastewater collection or treatment systems.
3. One year experience operating heavy equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, use hands to find, handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift up to 75 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts or in outside weather conditions. The noise level in the work environment may require hearing protection with the exception of the office area where the level is mildly noisy. The work environment is also subject to various odors. Ability to work at heights of up to twelve feet.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

Revised: September, 2014
March 15, 2016